

CORE COMPETENCIES REQUIREMENTS

Clinical Coordinator Supervisor

The Clinical Coordinator Supervisor must possess a Master's degree in Nursing or another health related field (e.g., MSN, MPA, MPH, MSW). This person should possess the ability to do the following:

- Manage multi-regional areas of a statewide contract with the California Department of Health Services, Cancer Detection Section (CDS).
- Apply management, programmatic, and operational leadership and guidance.
- Establish roles, responsibilities, and interrelationships with the various health disciplines and health agencies.
- Establish and maintain priorities to meet Scope of Work (SOW) deliverables.

In addition, the Clinical Coordinator Supervisor must meet all the core competencies of a Clinical Coordinator. The Clinical Coordinator Supervisor must possess a valid, active California Registered Nurse (R.N.) license and be an R.N. in good standing in the State of California. The list below includes the mandatory core competencies the R.N. has acquired with a Baccalaureate of Science in Nursing (BSN) that enables the Nurse to do the following:

NURSING SCOPE

1. Use principles and practices of nursing as applied to public health and preventive medicine that incorporates the use of professional knowledge, skills and attitudes of nursing related to healthcare, disease processes and individuals and groups in their cultural environment.
2. Use community aspects of nursing programs which includes: provisions for continuity of care, provider education/teaching on health improvement, and apply broad-based holistic approaches to the early detection of cancer with a focus on breast and cervical cancer.
3. Exercise independent judgment and plan, develop, and conduct nursing activities.
4. Understand medical language, pathophysiology, and ethical/legal issues in relation to healthcare and public health.
5. Maintain effective interaction with CDS program primary care providers (PCPs) so that program standards and benchmarks are met.
6. Gain confidence of PCP providers that deliver CDS program services.

7. Coordinate and conduct PCP trainings that use educational strategies to assist and reinforce needed system changes to adhere to program requirements and standards.
8. Propose and share practical solutions to common PCP system problems related to patient tracking, follow-up, and rescreening activities.
9. Be current in literature and trends in clinic management systems.
10. Effectively maintain, and comply with confidentiality policies, the Health Insurance Portability and Accountability Act of 1996 (HIPAA) regulations, and understand applicable patient/provider consent laws.

ANALYTICAL/EVALUATION SKILLS

11. Analyze nursing activities and situations accurately and take effective action.
12. Use analytic skills in developing and instituting solutions to unique health care situations that improve clinic management systems
13. Analyze and evaluate data from various sources such as: program data reports, county census, and professional literature to improve clinical management services and program delivery.

CORRESPONDENCE/INTERNAL AND EXTERNAL RELATIONSHIPS

14. Communicate effectively both verbally and in writing to work with individuals and groups.
15. Direct and instruct health care colleagues in a collaborative, constructive and non-threatening way.
16. Work with other social and health agencies and functions of other health care professionals as related to public health nursing, with a focus on breast and cervical cancer.